

**STATE APPROVED OIL & GAS DIVISION ORDER FORMS**  
**INSTRUCTIONS**

The State Mineral Board, in conjunction with representatives of the oil and gas industry, has adopted standard division orders forms for oil and gas to be used in setting forth the State's participation. As a matter of continuing policy, the Board requires that division orders tendered be restricted to this form.

1. A separate Division Order must be filled out for Oil and one filled out for Gas.
2. Survey Plat: Attach an official current unit survey plat to the division order which shall show the unit tract numbers, participant's names, tract acreage, tract percent, total unit acreage and total unit percent.
3. Division Order Number: This number is provided by the company preparing the Division Order.
4. Enter the name and address of the company submitting the Division Order and the phone number of the Division Order Department or contact person.
5. Effective Date: Enter the effective date of the Division Order.
6. State Lease Number(s): Enter the State lease number or numbers for the Division Order.
7. Field: Enter the Office of Conservation field name.
8. Parish: Enter the parish or parishes for the Division Order.
9. Unit: Enter the Unit and/or Well Name(s). (Note: Submit only one Division Order even if there are multiple wells within the unit).
10. LUW Code Number: Enter the LUW Code Number.
11. Credit to - Enter the following: Office Of Mineral Resources  
P. O. Box 2827  
Baton Rouge, LA 70821
12. Division of Interest: Enter the State of Louisiana's interest here using the following formula:

$$\frac{\text{Tract Acres} \times \text{Lease Royalty}}{\text{Total Unit Acres}} = \text{Net royalty interest}$$

Upon our receipt of two (2) originals of the completed Division Order(s) on the appropriate forms with Survey Plat, we will process same for execution.